



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 1/4/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 10 1974 74-19 JAN 18 1974					
2. Agency Application No. EPD-5		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Environmental Protection Div., Water Supply 47 Trinity Avenue, Health Building Atlanta, Georgia 30334		4. Person to Contact Mr. Robert Byers		5. Working Title Director, Water Supply		6. Tel. No. 656-480	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series 1970-date		9. Exact Series Title WATER PLANT REPORT FILE							
10. What is the function of the office in which this record series is created? The Environmental Protection Division is responsible for the maintenance and improvement of the state's environmental quality through research, program development, and the enforcement of regulatory legislation in the areas of water quality control, water supply, air quality control, solid waste management, and land reclamation.									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the operation of ground and surface water plants Included are: Bacteriological Control of the <u>Water Supply System</u> (Form EH 5.43); Well or Spring Plant Report (EH 5.6.); Monthly Report for Chlorination; Operation of the <u>Surface Water Purification Plant</u> (Form EH 5.44); Laboratory Report (Form EH 5.49). File is arranged: chronologically by year and thereunder alphabetically by water plant system.									
ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers		5	8	FLOOR SPACE OCCUPIED (Square Feet)		1	1½		
Legal-size File Drawers				AVERAGE DAILY REFERENCES		In Office(s) In Storage Area(s) 6			
						This Year's	Last Year's	Preceding Year's	All Prior Years'
						2	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 1 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 2 year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

The administrative, operational, and general reference value of the record series becomes minimal 3 years after cut off.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>[Signature]</u>		Date <u>1/4/74</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<u>[Signature]</u>	<u>1/10/74</u>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<u>William M. Dixon</u>	<u>1-17-74</u>
	Secretary of State/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved			
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<u>[Signature]</u>	<u>1-17-74</u>
STATE RECORDS COMMITTEE				